Hillview PTO
Minutes of the Regular PTO Executive Board
Thursday, October 13, 2022
8:30–9:30 AM
In-Person Meeting

PTO Executive Board Members 2022-2023:

Co-Presidents	Amy Beim & Amy Heinz	Volunteer Coordinator	Kelly Morehead
Co-Vice Presidents	Sarah Sobel & Sarah Thayer	Volunteer Coordinator Apprentice (voting member)	Maria Lehmkuhl
Treasurer	Wendy Turner (attended via zoom)	After-School Activities Coordinator	Tara Carranza Chapman
Vice Treasurer	Carolina Whitty	After-School Athletics Coordinator	Becky Genauer
Financial Secretary	Brenda Lo	Parliamentarian	Astor Toyos
Recording Secretary	Tiffany Griego-Crowe	Principal	Danielle O'Brien
Communications Chair	Rebecca Emery	Teacher Representative	Aruna Dutta (absent), Valerie Cypert
Auditor	Anne Yeow	MPAEF Liaisons	Catherine Bicer, Katherine Glass

Present: 17 (Brenda Lo attended at 9:20)
Absent: 1 (Aruna Dutta)

These minutes include asynchronous Board updates provided in advance of meeting.

I.	**Call To Order & Introductions**	Amy Heinz	5 min

The meeting was called to order at 8:34 AM by Amy Heinz. Amy Beim introduced Sarah Thayer, new Co-VP who was approved last meeting, as well as the new auditor, Anne Yeow.

II.	**Co-Presidents' Report**	Amy Heinz, Amy Beim	10 min

- Conference week staff appreciation event was successful.
- College Bound conference dinner very successful - lots of food, great opportunity for connecting with families.
- Scholarship update: More scholarships are needed for supporting students' activities and athletics (e.g., coding).
- Plan for year-to-year transition:
  - **Please fill out the job descriptions to enable seamless transitions to new executive committee members in the future. Please take the time to complete it monthly to keep an on-going record.**
  - When we send out the agenda, we will resend those job descriptions as a reminder.
- Heads up that budget revisions and budget cuts are in process due to two causes: (i) budget overages from last year are being covered/reconciled; (ii) OCC campaign outcomes will cause Hillview PTO to receive less than the $150,000 assumed in May 2022. Likely to receive $142,000 (including $26,000 is in pledges).
- Parent Academy Coordinator: Proposal to officially change the By-Laws to list this as a single job – combined with the Volunteer Coordinator.
  - **Astor to confirm what approvals are needed to modify the By-Laws.**
- **Upcoming Events:**
  - Nov. 9, 6:30 pm: Hillview PTO hosting MPCSD "Chasing Childhood" - **NEED 2 PTO VOLUNTEERS**

III.	**PTO Board Meeting Minutes – Review & Approval**	Tiffany Griego-Crowe	1 min

- Tiffany will distribute the 9/8/22 meeting minutes by email for approval.
- Working on improving the shared Google drive for all documents for Hillview PTO to improve institutional memory and organization.

IV.	**Principal's Report**	Danielle O'Brien	20 mins

- Parent student teacher conferences update and feedback: Parent conferences went well; Danielle is open for feedback on how conference week went in order to modify the program to make it feel more open.
  - Some suggestions shared live included:
    - Improving clear communication from the school about how to put in a request for a conference; who will be prioritized for conferences and based on what criteria.
    - Create a form for parents to enter "reason for conference request" so that teachers could prioritize based on the proposed need/subject matter as articulated by the parent.
    - Encourage teachers to offer asynchronous (email) updates about student performance as an alternative to a live conference.
    - Encourage teachers to offer a zoom option to save time and expand the population served by the conference conversation.
    - Standardize the teachers' approach to conferences (i.e., how prioritization works, willingness to communicate over email or zoom as an alternative)
    - Emphasize conferences for 6th graders/6th grade parents given they are new to school.
  - Many Executive Committee members expressed they were impressed by how well the teachers know our students and how the conferences gave them confidence in the teachers and school.
- Field construction update: Originally scheduled to be an 8-week job w/ an 11/1 opening; due to unforeseen pre-existing conditions and supply chain issues, project is delayed 3 weeks w/ 12/1 opening.
- **Tuesday, 10/25**: "Chasing Childhood" discussion: Danielle will lead zoom discussion with Julie Lythcott-Haims on her book, "*How to Raise an Adult"*
- Staffing update: Jesus Rojas has been hired to teach 6th grade Science and Media Literacy; Mindy Garagozzo & Chris Gumbrecht leave will be covered by Wendy Kuhnen.
- Bell Schedule Pilot Update (10/17 – 11/4). Danielle explained the pilot structure (4 block days instead of 2) is the first of two schedule experiments to learn from various ideas borne out of the pandemic teaching. Goals are to (i) connect students more deeply in cohorts in support of social-emotional learning (SEL) goals; (ii) minimize daily transitions (reducing from 9 to 5 transitions) and maximize teaching time; (iii) offer an "Impact" period to hold time special/ad hoc schedules and all-school assemblies and offer all students regularly available time for teacher connections. As the school moves next year to evidence- and competency-based grading, teachers will need additional time to pre-teach lessons and re-teach lessons to students who need support to reach standards. This will also be time for check-ins on students' "learner profiles" and development of their 5 core skills. School will seek student feedback on the pilot. Intention is to launch new schedule next school year. School will pilot a second bell schedule in January.

V.	**Teacher's Report**	Ms. Valerie Cypert	3 mins

- Still concern about Bill.com; hesitation; request a one-sheet primer on how to sign up.
  - Instructions are available by YouTube video, per Wendy. 5-6 teachers also requested a check. We can share a link to answer questions.
  - **Amy Beim confirmed we will create a simplified "how to" one-pager for Hillview teachers.**
- Sent email to reminder teachers to get their timesheets by the deadline.
- Sent out a survey for food allergies and dietary restrictions.
- Staff is extremely grateful for all that PTO has done, including the delicious burrito lunch and treats during conference week (last week).
- Thank you for supporting and providing dinner for the College-Bound conferences on September 29th.

VI.	**Treasurer's Report**	Wendy Turner	10 mins

- Wendy circulated last year's Fiscal Year End reports and the September Treasurer's Report.
- Statement of Financial Position: $208K
- $72K checking account – includes sports income (not PTO spend)
- Running with a $50-70K overflow now based on last budget
- Budgeted memberships $150K
- Received $25K from OCC (in Actuals)
- Last year's expenses are coming in
- Most instructional grant supplies have been paid; may come in under budget (budgeted $18K)

- WEB day – t-shirts, need to pay two teacher stipends out of this; this will be over-budget and will adjust based on re-doing budget
- Total expenditures $55K to date
- Total budgeted for this year $403k (includes $183k in passthroughs, because the PTO is not actually planning to spend $403k)

VII.	**Additional Discussion, Action Items**		1 min

- Schoology and Power School – teachers are going to be prompted to update more frequently, per Danielle.

VIII.	**Updates**	Asynchronous	0 mins

- **OCC:** Thank you to all for a great campaign.
  - Total $142.356.78 (94.9% of $150K goal) as of 10/11/22; highest % to goal
  - $116K in complete donations and $26K in pledges
  - ~$90K expected in next disbursement
- **MPAEF:** Dine Out is underway with Amici's pick-ups every Tuesday in Oct. 25% goes back to our district.

Meeting adjourned at 9:30 a.m.

Respectfully submitted,

Tiffany Griego-Crowe
Hillview PTO Recording Secretary

These minutes were approved at 8:35 AM on November 10, 2022.